

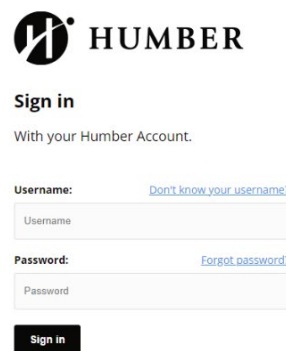
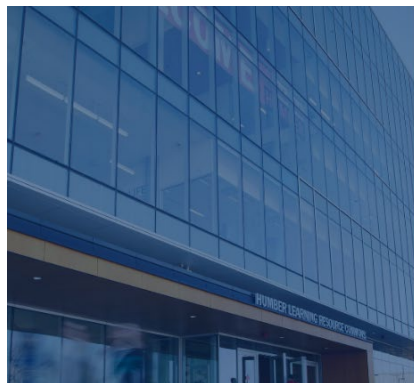
## Accessible Learning Services How to Access your Accommodation Letter Online

This guide provides instructions on how to use the Student Portal to access and download your accommodation letter.

1. Go to the **Accessible Learning Services Student Portal**: [www.humber.ca/accessibleportal](http://www.humber.ca/accessibleportal).
2. Click on the **“Accommodation Letters”** button from the main menu.



3. **Log in** using your Humber username (e.g., N12345678 or abcd1234) and password (the same credentials you use to access MyHumber).



4. **Select your current semester** (e.g., Fall 2024) from the drop-down menu at the top right of the screen.
5. The courses you are enrolled in for this semester will appear. Click **“View accommodations”** to the right of your courses to access your accommodation letter.

Click on the 'View accommodations' link beside the course to view the accommodations letter for that course.

Course	Date last viewed by you	Review
CIVL 101 section 0NC (202470) NO		<a href="#">View accommodations</a>
CIVL 104 section 0NA (202470) NO :	-	<a href="#">View accommodations</a>
CIVL 115 section 0NB (202470) NO :	-	<a href="#">View accommodations</a>
CIVL 125 section 0NA (202470) NO	-	<a href="#">View accommodations</a>

# Downloading your accommodation letters

1. Click **“View accommodations”**.

**IMPORTANT:** Ensure you have renewed your accommodations for the current semester before distributing any letters downloaded from the portal.

2. **Click the “Generate PDF Letter” button** on the “view accommodations” page to open a copy of your accommodation letter. Depending on your computer’s configuration, a copy may automatically download to your “Downloads” folder. The downloaded file will be named accommodations\_current.pdf.

DO NOT distribute accommodation letters downloaded from this portal until you have renewed your accommodations for the current semester through our online Accommodation Renewal Form. For more information about this, including links to the online Accommodation Renewal Form, please refer to the Help tab in the menu above.



Your current accommodations for this course:

General testing space
Note taking support (including audio recording).
Reduced course load (maintain minimum 40%) Student may require academic advising to establish program pathway.
Student is eligible for a reduced course load and may require academic advising to establish appropriate program pathways.
Time and half (1.5x)

3. **Save and manage your PDF files:** PDFs generated from the portal are for individual courses. It’s a good idea to save each file with the course name and/or code in the filename for better organization. The course listed on the PDF corresponds to the one active when you clicked “Generate PDF Letter.” To generate a PDF for another course, click the “Back to courses list” button, select a different course, and repeat the process.

**Note:** Some Mac users may encounter issues with viewing or downloading accommodations. These problems can often be resolved by using a browser other than Safari and viewing the PDFs with Adobe Reader.

## Additional Assistance

If you have any questions or need assistance, please do not hesitate to contact our office.

**Phone:** 416-675-5090 (North Campus/Guelph-Humber) or 416-675-6622 ext.3331 (Lakeshore Campus)

**Email:** [accessible-learning@humber.ca](mailto:accessible-learning@humber.ca).